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Computing Subject Leaders: Sami Wilmshurst & Rachael Robinson
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1. Rationale

At Ingleton Primary School, we recognise that digital technologies—including the internet, cloud-based platforms, mobile devices, artificial intelligence (AI), and emerging technologies—are central to modern education and everyday life.

This policy reflects the safeguarding expectations set out in *Keeping Children Safe in Education (2025)* and the Department for Education's guidance on filtering and monitoring (2023, updated).

We are committed to ensuring that all pupils develop the knowledge, skills and behaviours necessary to navigate the online world safely, responsibly and confidently.

2. Scope

This policy applies to:

- All pupils
- All staff (teaching and non-teaching)
- Governors
- Volunteers and visitors
- Contractors using school IT systems

It covers the use of:

- School iPads and digital devices
- School network and Wi-Fi
- Cloud platforms (Microsoft 365)
- Educational apps
- Artificial Intelligence tools
- Email systems
- School website and social media
- Any online activity that may impact the school community

3. Aims

The school aims to:

- Ensure safe, secure and appropriate use of digital technology.
- Protect children from online harm including exploitation, grooming, radicalisation, misinformation and cyberbullying.
- Develop responsible digital citizens.
- Teach pupils how to critically evaluate online and AI-generated content.
- Ensure AI tools are used safely, ethically and only under teacher supervision.
- Meet statutory safeguarding and data protection duties.

4. Teaching and Learning

4.1 Internet Use

- Internet access is planned and purposeful.
- Clear learning objectives are shared with pupils.
- Filtering and monitoring systems are in place and reviewed monthly by the Headteacher.
- Online safety is embedded across the curriculum, particularly in Computing, PSHE and RSE.

4.2 Online Information & Media Literacy

Pupils are taught to:

- Use age-appropriate search tools safely.
- Evaluate the reliability of online sources.
- Recognise misinformation, deepfakes and AI-generated content.
- Understand that not everything online is true.
- Report inappropriate content using the school's reporting systems ("Red Button" or trusted adult).

4.3 Positive Digital Behaviour

Pupils are taught to:

- Communicate respectfully online.
- Protect personal information.
- Understand digital footprints.
- Seek help if something makes them feel uncomfortable or unsafe.
- Show kindness and responsibility in digital spaces.

5. Use of iPads and Mobile Devices

In 2026, the school provides iPads to enhance learning. These devices are managed and monitored through secure mobile device management (MDM) systems.

5.1 Pupil Use

- iPads are used for educational purposes only.
- Only school-approved apps may be installed.
- Devices are supervised during use.
- Cameras may only be used under staff direction.
- Pupils must not attempt to bypass filtering or security settings.

5.2 Security Measures

- All iPads are centrally managed.
- Filtering and monitoring software is active on all devices.
- Devices are updated regularly.
- Passwords are age-appropriate and kept secure.

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6. Artificial Intelligence (AI)

6.1 Curriculum

AI is taught in age-appropriate ways within Computing and PSHE. Pupils learn:

- What AI is and how it works at a basic level.
- Benefits and risks of AI.
- That AI tools can make mistakes.
- That AI-generated content must be checked and verified.

6.2 Pupil Use of AI

- Pupils may only use AI tools when explicitly instructed by a teacher.
- AI must not be used to complete work dishonestly.
- Pupils are taught that AI tools are not substitutes for their own thinking.

6.3 Staff Use of AI

Staff must:

- Follow the school's AI Use Policy.
- Not upload confidential or personal data into public AI tools.
- Ensure AI is used ethically and professionally.
- Maintain professional judgement when using AI-generated materials.

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7. Data Protection

The school complies with UK GDPR and Data Protection Act 2018.

- All staff complete annual data protection training.
- Sensitive data is stored only on encrypted school systems.

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- Personal data is not stored on personal devices.
- Data breaches are reported immediately to the Headteacher.

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8. Email & Communication

- Only approved school email accounts may be used for school business.
- Sensitive information must be shared via secure systems.
- Staff must not use personal email accounts for school communication.
- Pupils are taught appropriate email etiquette where age-appropriate.

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9. Internet Access, Filtering & Monitoring

The school uses robust filtering and monitoring systems in line with DfE guidance.

- Filtering systems block inappropriate or harmful content.
- Monitoring alerts are reviewed regularly.
- The Headteacher reviews filtering and monitoring effectiveness monthly.
- Pupils are taught how to report concerns using the school's "Red Button" system or by speaking to a trusted adult.

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10. Mobile Phones & Wearables

- Pupils are not permitted to bring mobile phones, smart watches or internet-enabled wearable devices to school.
- Any exceptions must be agreed with the Headteacher.
- Staff use of personal devices must comply with safeguarding and data protection expectations.

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11. Digital Images & Media

- Parental consent is obtained for use of pupil images.
- Only school devices may be used to capture images.
- Images are stored securely.
- No personal devices are used to take photographs of pupils.

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12. Removable Storage

- Only encrypted, school-issued removable storage devices may be used.
- USB devices from home must not be used on school systems.

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13. Social Networking & Online Conduct (Staff)

Staff must:

- Maintain professional boundaries online.
- Not post derogatory or inappropriate comments about pupils, parents or colleagues.

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- Not engage with pupils via personal social media accounts.
- Follow the Staff Code of Conduct and Acceptable Use Agreement.

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14. School Website & Online Presence

The school website and any official social media accounts:

- Are monitored by designated staff.
- Do not publish personal contact details of pupils.
- Comply with safeguarding and GDPR requirements.
- Are governed by the school's Website Policy.

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15. Systems Security

In partnership with North Yorkshire IT Support:

- Systems are reviewed regularly.
- Security updates are applied promptly.
- Access levels are controlled and reviewed.
- Cyber security risks are monitored.

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16. Responding to Online Safety Incidents

- All incidents are logged.
- Serious safeguarding concerns are reported to the Designated Safeguarding Lead (DSL) and logged on CPOMs.
- Where necessary, parents and external agencies are informed.
- Governors are informed of significant issues through safeguarding reporting.

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17. Communication of Policy

To Pupils:

- Online safety rules displayed in classrooms.
- Taught explicitly through curriculum and assemblies.
- Reinforced during iPad use.

To Staff:

- Annual signing of Acceptable Use Agreements.
- Regular safeguarding updates.

To Parents:

- Published on school website.
- Shared via newsletters and workshops.
- Guidance provided on home online safety.

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18. Roles & Responsibilities

Headteacher (E-Safety Co-ordinator):

- Overall responsibility.
- Oversees filtering and monitoring.
- Reports to governors.

Computing Subject Leads:

- Plan the delivery of online safety curriculum.
- Support staff training.

Governors:

- Provide strategic oversight.
- Review safeguarding and filtering arrangements annually.

IT Support:

- Maintain secure systems.
- Implement updates and security measures.

Staff:

- Model safe digital behaviour.
- Supervise pupil use of technology.
- Report concerns immediately.

Parents/Carers:

- Support safe online behaviour at home.
- Report concerns to school.
